

Harby Annual Parish Council Meeting

Thursday 16th May 2019 at Harby Village Hall



Start: 19:00	Finish: 19:40	Reference:147/19
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Councillors Present: C Dallamore, Andy Durber, T Medley (Part), C Nolan (Chair) and J Rose.
 District Councillor Mrs L Dales
Clerk: Caron Ballantyne
Members of the public present: 0 members of the public present

Item	Title and Decision	Action by
147/19/1	To receive Declaration of Acceptance of Office Forms and Declaration of Interest Forms from all Councillors Declaration of Acceptance of Office forms signed and duly received Declaration of Interest Forms, still be completed – Clerk to collect Resolved Clerk to arrange signing of the acceptance of Office Form with Cllr Waby	Clerk Clerk
147/19/2	To elect the Chair of the Council and to receive the Declaration of Acceptance of Office Cllr Nolan was proposed, seconded and duly elected as chairman and signed the declaration of acceptance	
147/19/3	To elect the Vice Chair of the Council Cllr Rose was proposed, seconded and duly elected	
147/19/4	To consider if criteria to declare the General Power of Competence are met and declare the General Power of Competence if met Criteria to be considered: <ul style="list-style-type: none"> ➤ No less than two thirds of Councillors must have been elected, i.e. not co-opted or casual vacancy – Resolved Criteria met ➤ The Clerk to be CiLCA qualified after 2012 – Resolved Criteria met Harby Parish Council declare the General Power of Competence	
147/19/5	Apologies for absence Councillor Waby did not attend and no apologies or reasons for absence have been received	
147/19/6	To receive any declarations of interest (<i>in accordance with Localism Act 2011</i>) None	
147/19/7	Review and Adopt the following Policies and Procedures <ol style="list-style-type: none"> a) Standing Orders, resolved to accept all changes proposed b) Financial Regulations, resolved to accept all changes proposed c) Complaints Procedure, resolved to accept all changes proposed d) Freedom of Information Model Publication Scheme and list of charges, resolved to accept all changes proposed e) Disciplinary and Grievance Procedure, resolved to accept all changes proposed f) Training and Development Policy, resolved to accept all changes proposed g) Equality Policy, resolved to accept all changes proposed All documents to be published to the website	Clerk

Signed/Initials:

Chairman

Date:

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147/19/8	<p>Review the Policies and Procedures relating to the Data Protection Regulations and adopt documentation required to evidence commitment to compliance</p> <p>a) Consider and adopt Data Protection Policy, resolved to accept all changes proposed</p> <p>b) Consider and adopt Privacy Notice, resolved to accept all changes proposed</p> <p>c) Consider and adopt Subject Access Request Procedure, resolved to accept all changes proposed</p> <p>d) Consider and adopt Data Breach Policy, resolved to accept all changes proposed</p> <p>e) Consider and adopt Security Compliance Checklist, resolved to accept all changes proposed and all Councillors duly completed this</p> <p>f) Consider and adopt Records Retention Policy, resolved to accept all changes proposed</p> <p>All documents to be published to the website</p>	Clerk
147/19/9	<p>Review existing bank signatories and recommend changes as required</p> <p>Resolved that all Councillors would be added to the mandate</p>	Clerk
147/19/10	<p>Review and adopt the Risk Management Policy</p> <p>Resolved to accept all changes proposed</p> <p>Document to be published to the website</p>	Clerk
147/19/11	<p>Review Previous and Consider Action Plan for the next year</p> <p>Resolved to accept all changes proposed</p> <p>Document to be published to the website</p>	Clerk
147/19/12	<p>Appoint Internal Auditor for the year 2019/20</p> <p>Resolved unanimously to appoint Belina Boyer again.</p> <p>Note of thanks to be sent for 2018/19 audit and appointment for 2019/20</p>	Clerk
147/19/13	<p>Appoint Members to serve on the Staffing Panel</p> <p>Resolved that Councillors Rose and Dallamore would form the Staffing Panel</p>	
147/19/14	<p>Review the Asset Register and the Parish Council Insurance Policy</p> <p>Resolved unanimously that the Asset Register accurately reflects the current position</p> <p>Resolved unanimously to accept one of the insurance quotations from Came and Company, which is year 2 of a 3 year long term agreement, after seeking advice from Stuart Parkin</p>	Clerk Clerk
147/19/15	<p>Review of the Councils subscriptions to other bodies:</p> <ul style="list-style-type: none"> • NALC – National and Nottinghamshire Association of Local Councils • SLCC – Society of Local Council Clerks • ICO – Information Commissioners Office (Mandatory) • 1&1 – Email Hosting and Website Domain Name registration <p>Resolved unanimously to continue with all existing subscriptions</p>	
147/19/16	<p>Review Standing Orders and Direct Debits</p> <p>Resolved unanimously that existing Standing Orders and Direct Debits would be retained</p>	
147/19/17	<p>Determine future meeting dates</p> <p>Resolved unanimously that the proposed dates were accepted</p> <p>Dates to be added to the website</p>	Clerk